



Position: Administrative Specialist

Hours: 7:30 a.m. – 4:00 p.m., M-F

Responsible to: Director of Business Operations

General Responsibilities:

Provides administrative support to the office staff, with a priority as the front office point person and managing the field trip processes and procedures for the school. Provides backup for AP/AR and assists with facility matters. Also provides support to other office staff on an as needed basis.

Specific Responsibilities:

- Open office each morning and provide support for arriving substitute teachers.
- Function as the main point-of-contact to receive the general public and staff in the front office.
- Design and implement a new set of processes and procedures for all field trips engaged in by the school.
- Provide general office support for the operations of the school.
- Organize and maintain records and files.
- Other duties as assigned by Director of Business Operations.